



## PRIVACY NOTICE

### For Hawkesbury CE VC Primary School

#### *Pupils in Schools, alternative Provision and Pupil Referral units And Children in Early Years Settings*

#### **Privacy Notice - Data Protection Act 1998**

We Hawkesbury CE VC Primary School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

***We will not give information about you to anyone without your consent unless the law and our policies allow us to.***

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education (DfE).

If you want to receive a copy of the information about you that we hold or share, please contact Mrs Clare Trayler or Mrs Kate Brumpton.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

[www.southglos.gov.uk/education-and-learning/schools-and-colleges/schools-privacy-notice](http://www.southglos.gov.uk/education-and-learning/schools-and-colleges/schools-privacy-notice)

or

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the LA or DfE as follows:

- Department for Children, Adults and Health  
PO Box 298

Civic Centre  
High Street  
BRISTOL  
BS15 0DQ

Website: [www.southglos.gov.uk](http://www.southglos.gov.uk)  
Contact: Use the online enquiry form: <http://www.southglos.gov.uk/enquiry-form>  
Tel: 01454 868008

- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>  
Email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288

To enable us to communicate with you by email and text message, your contact email addresses and mobile telephone numbers are shared with:

- Teachers2Parents Ltd  
Darker Street  
Leicester  
LE1 4QA

Website: [www.teachers2parents.co.uk](http://www.teachers2parents.co.uk)  
Contact: [enquiry@teachers2parents.co.uk](mailto:enquiry@teachers2parents.co.uk)

To enable us to report data such as attendance, assessment and ethnicity with the LA and DfE, your details are shared with:

- SIMS  
Franklin Court  
Stannard Way  
Priory Business Park  
Cardington  
BEDFORD  
MK44 3JZ  
T: 0800 170 7005  
F: 01234 838091  
Website: [www.capita-sims.co.uk/](http://www.capita-sims.co.uk/)

To enable us to report assessment data regarding Reception class children with the LA and DfE your details are shared with:

- Early Excellence - Reception Age Baseline Assessment  
Early Excellence Limited  
The Old School, New Hey Road, Outlane, Huddersfield HD3 3YJ.  
Telephone: 01422 311 314  
Fax: 01422 311 315  
Email: [admin@earlyexcellence.com](mailto:admin@earlyexcellence.com)  
Website: [www.earlyexcellence.com/](http://www.earlyexcellence.com/)

Agreed at Full Governing Body Meeting 21<sup>st</sup> September 2015, agenda item 7

Signed: .....  
Chair of Governors

Next Review Date: September 2016

Equalities Impact Assessment: Completed